

SCREENING INFORMATION REQUEST 1 (SIR1)
AMENDMENT 0001

DTFA-02-97-R-90033

Screening Information Request 1 (SIR1) DTFA-02-97-R-90033 is hereby amended to effect the following changes:

- a. increase page limitation of SIR1 from 15 to 25
- b. extend closing date of SIR1 from 3:00 p.m. EDT, July 7, 1997, to 3:00 p.m. CDT, July 14, 1997
- c. to adjust the remainder of the procurement schedule as a result of the change to the SIR1 closing date
- d. attach a draft copy of the Performance Work Statement (PWS) for informational purposes

1. Page limitation is increased from 15 to 25 as exhibited below:

FROM:

REQUEST FOR INFORMATION: This SIR is to request information that will enable the FAA to make a screening decision to determine qualified firms that have the ability to perform administrative and management support services at the Center for Management Development (CMD), Palm Coast, Florida.

To be considered for this requirement, contractors are required to submit a written response, plus two copies, to the Contracting Officer which specifically addresses the qualification criteria cited below. Documentation must be provided to substantiate any statement of fact. Documentation includes, but is not limited to formal resumes, licenses, financial statements, work plans, etc., and is limited to **15** pages (8-1/2"x11", printed on one side). Mere statements of compliance are unacceptable. The specific information provided should be accurate and complete as it will be used to determine those companies qualified to perform. Incomplete packages will be disposed of without further action by the Contracting Officer unless an inadequate number of responses from responsible contractors are received. Failure to comply with the page limitation may also be cause for rejection of your response. The FAA reserves the right to contact references and verify information. Verifiably false submissions by the contractor will be grounds for immediate rejection by the Contracting Officer in the down select screening process. The FAA reserves the right to consider only those contractors which meet or exceed the stated qualification criteria in any subsequent down select screening process, if applicable. A formal request for offer (RFO) will be issued only to those contractors which meet or exceed all screening criteria. The RFO will contain the Performance Work Statement (PWS) which will delineate the services to be performed under the contract. The qualification criteria cited in this SIR is not all inclusive of the services required under the contract terms and/or the PWS.

TO:

REQUEST FOR INFORMATION: This SIR is to request information that will enable the FAA to make a screening decision to determine qualified firms that have the ability to perform administrative and management support services at the Center for Management Development (CMD), Palm Coast, Florida.

To be considered for this requirement, contractors are required to submit a written response, plus two copies, to the Contracting Officer which specifically addresses the qualification criteria cited below. Documentation must be provided to substantiate any statement of fact. Documentation includes, but is not limited to formal resumes, licenses, financial statements, work plans, etc., and is limited to **25** pages (8-1/2"x11", printed on one side). Mere statements of compliance are unacceptable. The specific information provided should be accurate and complete as it will be used to determine those companies qualified to perform. Incomplete packages will be disposed of without further action by the Contracting Officer unless an inadequate number of responses from responsible contractors are received. Failure to comply with the page limitation may also be cause for rejection of your response. The FAA reserves the right to contact references and verify information. Verifiably false submissions by the contractor will be grounds for immediate rejection by the Contracting Officer in the down select screening process. The FAA reserves the right to consider only those contractors which meet or exceed the stated qualification criteria in any subsequent down select screening process, if applicable. A formal request for offer (RFO) will be issued only to those contractors which meet or exceed all screening criteria. The RFO will contain the Performance Work Statement (PWS) which will delineate the services to be performed under the contract. The qualification criteria cited in this SIR is not all inclusive of the services required under the contract terms and/or the PWS.

2. The procurement schedule is adjusted to extend the closing date of SIR1 and to adjust the remainder of the schedule accordingly based on this extension.

FROM:

PROJECTED SCHEDULE:

The FAA projects the following schedule for this procurement action. This information is provided for informational purposes only and is subject to change.

	ACTIVITY	DATE(S)
1.	Public Announcement	Jun 13, 1997
2.	Issue SIR1	Jun 20, 1997
3.	SIR1 closes	Jul 7, 1997
5.	Downselect	Jul 8-11, 1997
6.	Issue draft SIR2	Jul 16, 1997
7.	Preproposal conference & site visit	Jul 29, 1997
8.	Receive industry comments	Aug 8, 1997
9.	Analyze industry comments	Aug 11-15, 1997
10.	Prepare final SIR2	Aug 18-29, 1997
11.	Issue final SIR2	Sep 2, 1997
12.	SIR2 closes	Sep 16, 1997
13.	Evaluate offers	Sep 17-Oct 10, 1997
14.	Contract Award	Oct 17, 1997
15.	Debrief Unsuccessful Offerors	Oct 27-31, 1997
16.	Transition period	Jan 1, 1998 - Jan 31, 1998
17.	Basic period of performance	Feb 1, 1998 - Sep 30, 1998

18.	First option year period of performance	Oct 1, 1998 - Sep 30, 1999
19.	Second option year period of performance	Oct 1, 1999 - Sep 30, 2000
20.	Third option year period of performance	Oct 1, 2000 - Sep 30, 2001
21.	Fourth option year period of performance	Oct 1, 2001 - Sep 30, 2002

TO:

PROJECTED SCHEDULE:

The FAA projects the following schedule for this procurement action. This information is provided for informational purposes only and is subject to change.

	ACTIVITY	DATE(S)
1.	Public Announcement	Jun 13, 1997
2.	Issue SIR1	Jun 20, 1997
3.	SIR1 closes	Jul 14, 1997
5.	Downselect	Jul 15-18, 1997
6.	Issue draft SIR2	Jul 23, 1997
7.	Preproposal conference & site visit	Aug 5, 1997
8.	Receive industry comments	Aug 15, 1997
9.	Analyze industry comments	Aug 18-22, 1997
10.	Prepare final SIR2	Aug 25-Sep 5, 1997
11.	Issue final SIR2	Sep 9, 1997
12.	SIR2 closes	Sep 23, 1997
13.	Evaluate offers	Sep 24-Oct 17, 1997
14.	Contract Award	Oct 24, 1997
15.	Debrief Unsuccessful Offerors	Nov 3-7, 1997
16.	Transition period	Jan 1, 1998 - Jan 31, 1998
17.	Basic period of performance	Feb 1, 1998 - Sep 30, 1998
18.	First option year period of performance	Oct 1, 1998 - Sep 30, 1999
19.	Second option year period of performance	Oct 1, 1999 - Sep 30, 2000
20.	Third option year period of performance	Oct 1, 2000 - Sep 30, 2001
21.	Fourth option year period of performance	Oct 1, 2001 - Sep 30, 2002

3. SIR1 closing date is extended from 3:00 p.m. EDT, July 7, 1997, to 3:00 p.m. CDT, July 14, 1997. This change includes the correction from EDT to CDT which was erroneously cited in SIR1.

FROM:

Responses to this SIR are required in writing no later than 3:00 p.m. **EDT, Monday, July 7, 1997**, to one of the following addresses. The solicitation number, DTFA-02-97-R-90033, should also be prominently cited on the outer container for identification purposes.

TO:

Responses to this SIR are required in writing no later than 3:00 p.m. **CDT, Monday, July 14, 1997**, to one of the following addresses. The solicitation number, DTFA-02-97-R-90033, should also be prominently cited on the outer container for identification purposes.

4. A draft of the Performance Work Statement (PWS) is attached to this amendment for information purposes only. This document continues to be refined by the FAA's IPT and is subject to change prior to its official release as part of SIR2.

Questions regarding this SIR should be addressed to the undersigned Contracting Officer.

Nina L. Henson, Contracting Officer, AMQ-210, (405) 954-7864, fax (405) 954-9219, e-mail: nina_henson@mmacmail.jccbi.gov.